

BOARD OF TRUSTEES REGULAR MEETING
CLC 104 (West Classroom of Cessna Learning Center) 6:00 p.m.
December 13, 2018

MINUTES

Members Present

Val DeFever
Mike Wood
Terry Clark
Norman Chambers
Jana Shaver
Cynthia Sherwood

Others Present

Daniel Barwick, President
Kara Wheeler, Vice-President for Academic Affairs
Wendy Isle, Chief Business Officer
Beverly Harris, Executive Assistant/Board Clerk
Keli Tuschman, Vice-President for Operations
Brittany Thornton, Director of Enrollment and Retention Management
Eric Montgomery, Chief Information Officer
Taylor Crawshaw, Associate Dean for Tutoring and Accessibility Services
Jared Wheeler, Director of On-line
Jessica Morgan-Tate, Compliance Officer/Title IX
John Eubanks, Faculty Senate President
Ben Seel, Professor of Political Science
Cody Westerhold, Head Cheer/Stunt Team Coach

Guests

Susan Scovel, Reporter
George Cagle, Community Member

I. ROUTINE

- A. Call to Order – Chair DeFever called the meeting to order at 6:00 p.m.
- B. Approval of Agenda – Val DeFever informed the group that the Consent Agenda item “F. Revisions to Procedures Section of Board Policy Manual” would be moved forward on the agenda for discussion following item “B.” of Institutional Operations. Terry Clark moved to approve the revised amended agenda as noted. Norman Chambers seconded the motion and the motion carried 6-0. Dr. Barwick recognized Taylor Crawshaw and Jessica Morgan-Tate for the massive amount of work accomplished in development of the Kansas Board of Regents Civil Rights Audit Report and shared that the section of the agenda moved forward was to facilitate continued efforts on finalizing the report for delivery in Topeka on Friday.
- C. Welcome Guests – Chair DeFever welcomed the guests and recognized community member, George Cagle.
- D. Pledge of Allegiance – George Cagle led the group in recitation of the Pledge of Allegiance.
- E. Mission Statement – Terry Clark read the College Mission Statement.
- F. Vision Statement – Cynthia Sherwood read the College Vision Statement.
- G. Approval of November 8, 2018 meeting minutes – Mike Wood moved to approve minutes of the November 8, 2018 Board meeting. Cynthia Sherwood seconded the motion and the motion carried 6-0.

Dr. Barwick recognized Jay Jones’ resignation and publicly commended his significant tenure at Independence Community College as both an employee and member of the Board of Trustees.

Meeting attendees were informed that the meeting would be interrupted at 7:00 p.m., as an Executive Session conference call with an attorney was scheduled.

II. INSTITUTIONAL OPERATIONS

- A. Board Policy TRU-918 Non-Discrimination/Second Reading – Val DeFever read the second reading of Board Policy TRU-918. Jana Shaver moved to adopt Policy TRU-918 as read. Terry Clark seconded the motion and the motion carried 6-0.
- B. Board Policy TRU-919 Non-Retaliation/Second Reading – Val DeFever read the second reading of Board Policy TRU-919. Terry Clark moved to adopt Policy TRU-919 as read. Norman Chambers seconded the motion and the motion carried 6-0.
- F. Revisions to Procedures Section of Board Policy Manual – Jessica Morgan-Tate noted that revisions basically involved the grievance procedure. Norman Chambers moved to adopt the proposed procedure revisions. Mike Wood seconded the motion and the motion carried 6-0.
- C. Academic Update
- Culinary Art Program – Kara Wheeler provided an update of the Culinary Art Program and shared that the adjunct instructor obtained for the program is moving and has withdrawn his interest. It was also noted that the option of utilizing local chefs as adjunct instructors is being explored.
 - Art Instructor Search – Kara Wheeler informed the group that a large pool of candidates have applied for the position and interviews started that day. The top three candidates will be invited to campus in January for face-to-face interviews. Hopefully the individual selected for the position can commence work in February and begin building the Program from the ground up, as well as recruiting students for the Program. Dr. Barwick commended Kara Wheeler and Mike Wood for their work toward filling this position.
 - Online Classes – Jared Wheeler shared that an 8-week format of the Early Childhood Education Program launches in January; two new instructors have been identified for the modular program. Criminal Justice launches in March; Chief of Police Jerry Harrison, and Judge Jeff Gettler are instructors for the program. Mr. Wheeler shared that they are in the fact-finding stage for partnering with an existing outside entity for building robust online programs; more information will be presented during the January Board of Trustees meeting.
- D. 2019-2020 Tuition and Fees/Room and Board Proposal – At the beginning of discussion, individual members of the Trustees stated they would not consider a mill increase. Wendy Isle informed the group that the 2019-2020 proposal mirrored the process utilized last year and only reflected an increase in charges equal to the rate of inflation. Cynthia Sherwood questioned the food service contract with Great Western Dining Services. It was noted that two years remain on the food service contract agreement; however, the contract renews on an annual basis and contains options for early termination. Terry Clark stated that Great Western should be held accountable for the poor quality of service provided ICC students, and suggested they refund students a percentage of the money collected this past year. Trustee Clark added that many students live in the dorms and are required to select a meal plan; however, they rarely eat in the cafeteria due to the quality of the food offered. Dr. Barwick shared that Tammie Geldenhuys is chairing a committee of students and College employees for exploration of alternative food service providers. Val DeFever also voiced concerns about whether students in the residence halls are getting what they pay for as her CP2 students have reported that the food service is poor; they only have access to two washers and dryers; and, the Internet service is inadequate. Wendy Isle informed the Board that the 2019-2020 proposal reflected the maximum charges and meal charges could be reduced at a later date; however the tuition and fee rates required establishment for recruiting and admission purposes. Following further discussion, Cynthia Sherwood moved to approve the 2019-2020 Tuition and Fees/Room and Board Proposal. Mike Wood seconded the motion and the motion carried 6-0.
- V. EXECUTIVE SESSION: Attorney/Client Privilege – Norman Chamber moved the Board go into Executive Session for consultation via conference call with Attorney, Jeremy Merkel, regarding a legal matter pursuant to the attorney/client privilege exception, K.S.A. 75-4319(b)(2). Open Session would resume at 7:20 p.m. in CLC 104 of the Cessna Learning Center. Those invited to attend were Dr. Barwick and Eric Montgomery. Mike Wood seconded the motion and the motion carried 6-0. The Board entered Executive Session at 7:05 p.m. and returned to Open Session at 7:20 p.m. Norman Chambers moved the Board go into Executive Session for consultation via conference call with Attorney Jeremy Merkel regarding a legal matter pursuant to the attorney/client privilege exception, K.S.A. 75-4319(b)(2). Open Session would resume at 7:45 p.m. in CLC 104 of the Cessna Learning Center. Those invited to attend were Dr. Barwick and Eric Montgomery. Mike Wood seconded the motion and the motion carried 6-0. The Board entered Executive Session at 7:22 p.m. and returned to Open Session at 7:45 p.m.

- E. KACCT/COP December Meeting Update – Jana Shaver noted that the Fab Lab tour and Sunday evening dinner were great events. Terry Clark commended all the ICC employees who assisted with the Fab Lab tour Sunday afternoon. Jana shared that KACCT Executive Director, Linda Fund, is retiring. Trustee Shaver also informed the group that KACCT is working on a marketing plan for all the Kansas community colleges.
- F. Allow Payables – Mike Wood moved to allow payables. Terry Clark seconded the motion and the motion carried 6-0.
- G. President’s Update – Dan Barwick shared that former ICC President, Leon Foster, passed away. An update on accreditation progress was provided; Dr. Barwick noted that College standing committees, the Student Government Association, and co-curricular groups developed Operational Plans for demonstration of campus-wide commitment and involvement in addressing the Board’s Strategic Plan goals. In the event a conflict of interest was discovered, we received documentation for our review from the Higher Learning Commission identifying the site visit team members. Dr. Barwick shared that Strategic planning has been in a two-month data-gathering phase. Listening Sessions were held in the community, on campus, at ICC West, and in Cherryvale. Surveys were administered to students and through various social media avenues, as well. Dr. Barwick noted the longer version of the Operational Plan Update due to inclusion of standing committees’ and co-curricular groups’ Operational Plans. The Trustees were reminded of the Annual PTK Honors Luncheon scheduled in Topeka on March 7, 2019. Dr. Barwick shared that the College closed on the loan paperwork through First Oak Bank for the practice field and came in under the amount approved by the Board of Trustees. An additional \$40,000 donation was received that day; \$20,000 toward the practice field, and the remaining \$20,000 toward other athletic areas. Val DeFever requested the exact figures related to donations received for the practice field and the ICC Foundation match, as well as the exact loan amount, so a response to the factually inaccurate cartoon featured in the Independence Daily Reporter could be considered. Wendy provided highlights of the Dashboard and noted that it would appear on the College website in January. Norman Chambers identified an error between the information presented to the Board in July and the data portrayed in the Dashboard; he stated that was why he voted “No” to the mill levy increase during the budget planning cycle. Val DeFever requested a memo at the front of the Dashboard which identifies when revenue is received during the year. Dr. Barwick ended his update by thanking everyone who assisted with organization of the Fall Graduation Ceremony, and the Trustees whose schedules permitted attendance and participation. Val DeFever inquired about the current enrollment status; Brittany Thornton informed the group that projections show enrollment down 21% from last year; however, Fall-to-Fall retention went up from 31% to 37%. Val DeFever informed meeting attendees that Keli Tuschman has resigned; she added that Ms. Tuschman will be truly missed and her shoes will be hard to fill.

III. CONSENT AGENDA – Norman Chambers moved to approve the Consent Agenda. Terry Clark seconded the motion and the motion carried 6-0. The Consent Agenda included receipt of the financial, personnel, and grant progress reports. The personnel report included separations of: Paul Holmes from the Assistant Football Coach position; Daniela Pena from the Head Volleyball Coach position; Beau Ratzlaff from the Maintenance/Custodial position; Jordan Remza from the Assistant Football Coach position; and, Matt Smith from the Assistant Football Coach position. Also included in the Consent Agenda was approval of the bid received from Gerber Tours in the amount of \$28,620 for transportation, lodging, and cultural events for the 2019 Upward Bound Summerfest trip to Houston and Galveston, Texas. Payment to McDonnell & Company in the amount of \$10,660 for acoustical shells for used by the Fine Arts Department was also included in the Consent Agenda.

The Annual Computer Science Program Review and the Annual Administrative Office Assistant Program Reviews were included in the Board Agenda packet for reference only and required no action.

Val DeFever informed meeting attendees that no action would be taken following Executive Session.

IV. EXECUTIVE SESSION – Non-Elected Personnel. Jana Shaver moved the Board enter Executive Session for discussion of non-elected personnel pursuant to K.S.A. 75-4319(b)(1). Open Session would resume at 9:25 p.m. in CLC 104 of the Cessna Learning Center. Dr. Barwick was invited to attend. The Board entered Executive Session at 9:10 p.m. The Board returned to Open Session at 9:25 p.m. Jana Shaver moved the Board enter Executive Session for discussion of non-elected personnel pursuant to K.S.A. 75-4319(b)(1). Open Session would resume at 9:55 p.m. in CLC 104 of the Cessna Learning Center. Dr. Barwick was invited to attend. The Board entered Executive Session at 9:25 p.m. The Board returned to Open Session at 9:55 p.m.

Upon returning to Open Session in CLC104, the Board and Dr. Barwick discussed possible expansions of community and technical education programs.

- VI. ADJOURN – Jana Shaver moved that the meeting adjourn. Terry Clark seconded the motion and the motion carried 6-0. The meeting adjourned at 10:25 p.m.

Beverly Harris

Board Clerk

Independence Community College is committed to a policy of nondiscrimination on the basis of race, sex, national origin, religion, age, and disability in admissions, educational programs or activities, and employment, all as required by applicable laws and regulations under the Title VI Civil Rights Act of 1964, Title IX regulations of 1972, Section 5 of the Social Rehabilitation Act of 1973, and the Americans With Disabilities Act of 1990.